

NOTICE

There is a job vacancy in the **BAY COUNTY HEALTH DEPARTMENT**.

Job Title: **Business Services Manager**

Pay Grade: **\$46,904.00/annually entry, progressing to \$52,395.20/annually after 4 years (MB09)**

This full-time position with benefits is included in the B.C.A.M.P.S. unit, although membership in the union is voluntary.

General Summary: Under the general supervision of the Health Officer, the Business Services Manager performs professional level budgetary, accounting and financial work and analysis related to Health Department fiscal operations. The Business Services Manager is responsible for the direction and coordination of the day-to-day business operations of Health Department clinics. Provides recommendations for budgetary action and assists in developing and implementing related fiscal policies and procedures. Works independently to develop, monitor and implement short- and long-range fiscal strategies. Performs related work as assigned.

Duties and Responsibilities:

1. Provides day-to-day oversight and coordination of health department clinics. Assures effective and efficient operations and communication between Intake, Billing, Referrals, and back office operations. Oversees flow of clinic operations, answering staff questions, trouble shooting problems and seeking out appropriate support as needed.
2. Responsible for the preparation and review of financial reports on a monthly, quarterly and annual basis as required. Prepares accounting and grant reporting materials related to Health Department grants.
3. Monitors department budgets to ensure that expenditures are within budgetary and policy guidelines.
4. Assists in the preparation of grant and county budget documents. Makes recommendations regarding the annual budget for the division, and closely monitors the budget throughout the year, promptly bringing any unusual developments to the attention of the Health Director; ensures that accurate records are kept.
5. Reviews postings to general ledger accounts. Verifies compliance with contract/grant limitations and minimum requirements. Prepares monthly cost allocations, internal reports and journal entries.
6. Schedules staff; approves or denies requests for leaves; counsels or disciplines employees when necessary; makes authoritative recommendations regarding the applicants to hire to fill vacancies.
7. Manages services and programs so that they are in compliance with local, state, and federal requirements.
8. Develops and maintains internal systems and procedures for audit and expense justification. Assists auditors in location and integration of department account records.
9. Manages response to public complaints and inquiries on environmental public health matters.
10. Closely oversees the payroll function.
11. Approves or denies requests for travel and training; counsels employees regarding job performance; schedules training; makes authoritative recommendations regarding adjustment of grievances; makes job assignments; directs employees.
12. Attends meetings of the Board of Commissioners and its committees when necessary.
13. Attends meetings with other agencies and units of government as the representative of the division.
14. Effectively and thoroughly prepares for evaluations of the department performed by other governmental entities or other organizations; reviews and monitors the work of subordinates; compiles and timely submits accurate reports.
15. Reviews and updates internal policies and procedures as well as ordinances on a periodic basis.
16. Collaborates in the development of and contributes to individual, team, and Departmental quality improvement, performance management and evaluation activities.
17. Approves payment of bills; signs vouchers to make orders for equipment and supplies; develops written guidelines for programs and services as needed.
18. Participates in emergency preparedness training exercises.
19. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
20. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Qualifications:

Required: Bachelor's degree in Health or Business Administration, Public Administration or a related field. A minimum of four (4) years of experience in healthcare administration and performing professional level governmental accounting, preferably in a public health agency. Must meet any state standards required for holding the position. Good communications, writing, and organizational skills are required. Must be computer literate with demonstrated proficiency in use of the following: ICD-9/ICD-10 coding systems, email, word processing, established financial and healthcare databases and spreadsheets, presentation and publisher software, and internet searches. Applicants may be required to take written and/or other examinations. Applicants must have valid Michigan driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Preferred: Proficiency in use of current Department and program-specific required databases including but not limited to: MUNIS, EnviroIntel and Virtual Health network (or within six months). Ability to take after-hours on-call, work longer shifts, nights, and weekends to meet operational needs as determined by the Director.

Physical: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally up to 10 pounds of force from zero one third of the time. These requirements are with or without reasonable accommodation.

Make application online at www.baycounty-mi.gov or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m. Friday, November 21, 2014.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."